TURKEY IN HORIZON 2020
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ONE-TO-ONE CONSULTANCY FOR SMES

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Objective of the Task

➢ The overall aim of the activity is to identify and support SMEs who have the highest probability to successfully participate in H2020 programmes.

➢ The above criteria will therefore be applied to create a list of companies supplied by TUBITAK.

➢ A written roadmap will be prepared for each evaluated SME, to enhance its technological capacity. In addition the roadmap will signpost to other support services via the attending Mentor in addition to the range of training, networking and brokerage events and online services offered by the Project.

Process

1. Targeting SMEs

2. Questionnaire development

3. Selection

4. 1-2-1 Evaluation

5. One-to-One Consultancy Report

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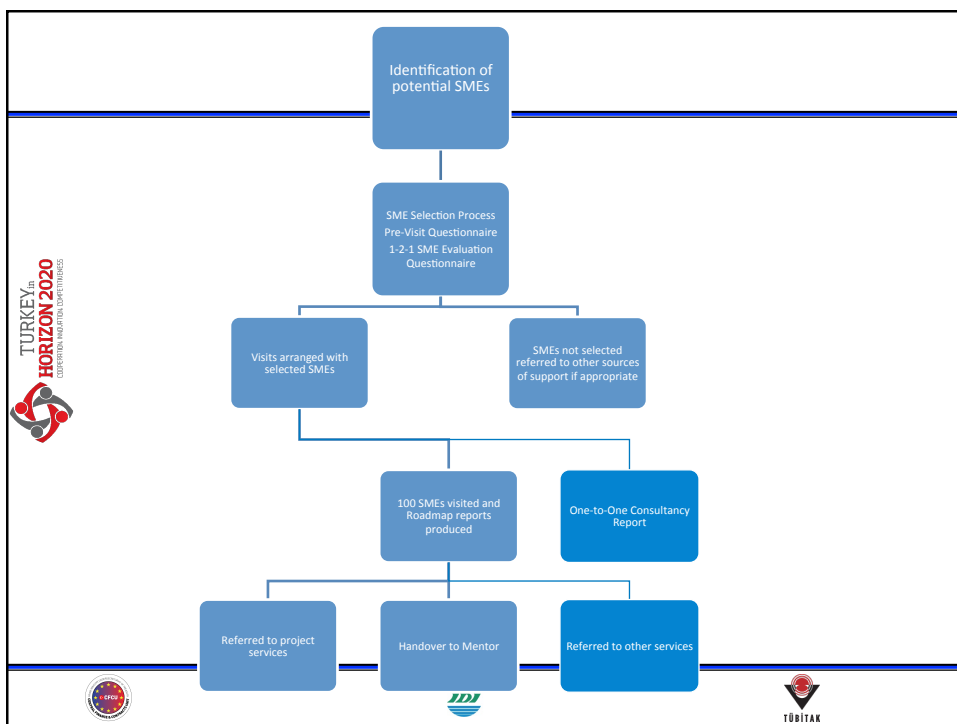
1. Targeting SMEs

Ensures that SMEs receiving support will gain maximum benefit from the selection process. The selection process for the 100 SMEs includes the following criteria.

➢ Basic eligibility criteria: registered SME Size (0 – 250 Employees);
➢ English Language capability
➢ Are or have been involved (i.e. application/successful project) in National Projects supported by TUBITAK-TEYDEB, KOSGEB or other EU projects e.g. Eurostars
➢ Desirable for the selected businesses to be actively trading.
➢ Desirable that participating SMEs should have a history of working with Universities', Technoparks or TTOs

2. Questionnaire Development

➢ **Pre-Visit Questionnaire**

The questionnaire consists of 4 sections

➢ General information
➢ Business results
➢ Research and Development activities
➢ Potential innovative ideas for project development

A set of criteria will be used to score the answers provided and will be the basis of the selection process for identifying the 100 SMEs to visit.

2. Questionnaire Development

➢ **1-2-1 Evaluation Questionnaire**

The tool will be used to produce a set of indicators related to

➢ Enterprise Technology Readiness Assessment (ETRA)

Designed to produce an overall assessment of the company's current level of technology management, strategy and processes.

➢ Potential Project Subject Area (PSA)

Designed to identify potential company project subject areas related to H2020 subject areas

➢ Enterprise Technology Project Readiness Assessment (EPRA)

Created to enable the business in this case to focus on the critical issues to improve the quality of the project idea and the potential application for funding

* The indicator scores and qualitative information will be used to develop individual SME roadmaps.

3. Selection of SMEs

Selecting active and capable SMEs through the pre-visit questionnaire

➢ Compilation of SME databases containing potential SME candidates

➢ Screening of potentially eligible SMEs through pre-visit questionnaire;

➢ Short list developed for final approval of TUBITAK for 100 SMEs on-site evaluations

4. 1-2-1 Evaluation of SMEs

➢**Participants** in the **1-2-1 SME meetings**. PMU NCP SMEs, IDI Deputy Project Director, Key Expert 4, Mentor and SME Staff

➢Logistics for visits

  ➢5 SMEs, half day each meeting over a 3 day mission, 20 Missions in total

  ➢Missions based in key locations identified by the Shortlist

  ➢Coordination of meeting dates SME, PMU, IDI DPD, KE4 & Mentor

➢SME meetings and completion of 1-2-1 Questionnaire

➢Production of individual Roadmaps and sent to participating SME

➢Referral to further project services, handover to Mentor as appropriate

5. One-to-One Consultancy Report

Final report overview of all visits including

➢Statistical evaluation of the general status

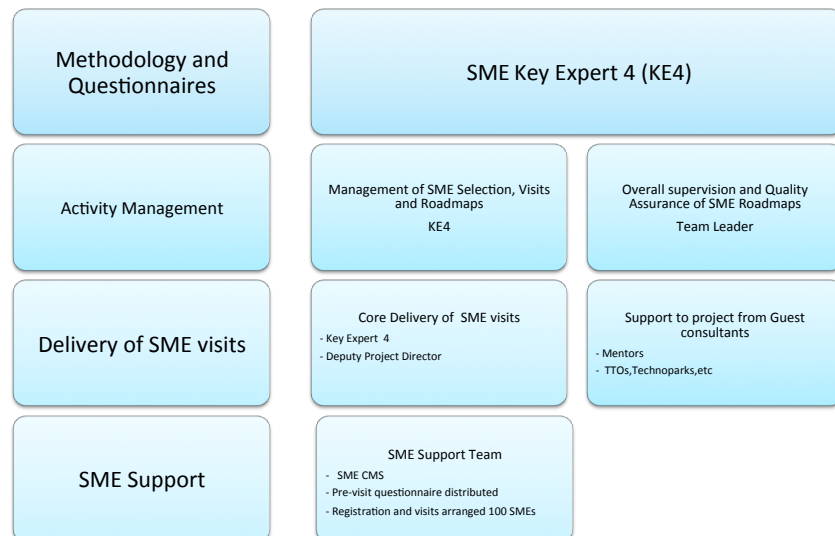➢The overall evaluation

➢Recommendations

Deliverables of the Activity

- ➢ 100 SME Technology Capabilities Questionnaires completed

- ➢ 100 Roadmaps for SMEs to enhance their technology development capacity completed.

- ➢ One-to-One Consultancy Report

Organisational Structure

Methodology and Questionnaires	SME Key Expert 4 (KE4)	
Activity Management	Management of SME Selection, Visits and Roadmaps KE4	Overall supervision and Quality Assurance of SME Roadmaps Team Leader
Delivery of SME visits	Core Delivery of SME visits - Key Expert 4 - Deputy Project Director	Support to project from Guest consultants - Mentors - TTOs,Technoparks,etc
SME Support	SME Support Team - SME CMS - Pre-visit questionnaire distributed - Registration and visits arranged 100 SMEs	

THANK YOU!

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